

## **Study Session & Business Meeting (Tuesday, September 13, 2016)**

Generated by Shelley R Shelton on Wednesday, September 14, 2016

### **Members present**

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

### **Staff members present**

Keith Rittel, Superintendent; Gary Wilson, Assistant Supt; Stefanie Bryant, Business Administrator; Jason Cox, Executive Director of Human Resources; Dr. Todd McKee, Exec. Director of Secondary Education; Alex Judd, Exec Director of Elementary Education; Anne-Marie Harrison, Exec Director of Teaching & Learning; Shelley Shelton, Exec Assistant; Chad Duncan Technology Director; Mark Wheeler, Facilities Director; Morgan Anderson, Special Education Director; Caleb Price, Communications & PR Coordinator

**Guests:** THS/PHS teachers; Jarod Sites, Dixon Middle School Principal; Gaye Gibbs, Centennial Middle School Principal; Karen Brown, PHS Principal; Fidel Montero, THS Principal; Debbie Larson & Jean Jones, Education Support Professionals; Kathy Giles & Christy Giblon; Charity Williams, After School Programs; Rebecca Nielsen, future board member; David Walter, Director of Provo Redevelopment Agency; Colby Durnam, Pinyon8 Consulting; Jonathan Springmeyer, Bonneville Research; Mark Isaac, Pinyon8 Consulting (representing Westport Capital); Bill Prochazka, Chief Operating Officer, Duncan Airlines (Provo)

### **Meeting called to order at 5:00 PM**

#### **1. 5:00 - 7:00 p.m. Study Session**

##### **Procedural: A. Welcome: President Julie Rash**

##### **Procedural: B. Roll Call**

##### **Discussion, Information: C. Student Travel Requests Requiring Board Approval: Pres. Julie Rash**

**PHS Modern Dance to So. CA:** Advisor Jocelyn Smith stated the main objective of the trip is to give students the opportunity to see what dance opportunities are available. Students will be interacting with professional dancers and attend workshops by Disneyland cast members and analyze performance elements. Planned fundraisers include farm fresh fundraiser; Zupa's; invitational concert; dancing with teachers. \$608 total per student, which, if needed, would include the cost of chaperones to go.

**Centennial Technology Student Association (TSA) to Orlando, FL** - Teacher Michael Smoot indicated this is the same trip Dixon TSA students will be taking. Students are encouraged to attend leadership classes. The state conference, where students would compete against other Utah middle schools, is in March. First place finishers will be invited to attend the national conference. Cost includes \$320 per night for hotel; airfare is about \$500. TSA relates directly to the technology and engineering curriculum at Centennial.

**PHS Girls Basketball to Maui, HI** - Coach Jose Ventura outlined the purpose of the trip, which is to build teamwork and foster good relationships among team members. Students will be participating against teams from Australia, Texas and the island. Request has a water/swimming plan per Risk requirements. Funds are raised by rental fees from league facility rental, banner sales for inside the gym, and tournament ticket sales.

**THS Dance Company to So. CA** - According to Coach Lindsey Challis, the dance tour is an opportunity for students to participate in dance workshops and master classes with professional dancers outside of Utah. Students will see a professional dance show, perform at a theme park, and have an opportunity to teach/do a performance exchange with a school in Las Vegas. Fundraisers would include a gift basket auction at winter concert, costume sale/garage sale before Halloween, and potato and orange sales.

**THS Marching Band to St. George & So. CA** - Advisor Jared Hearld was unable to attend due to a jazz band performance. Superintendent Rittel recommended the board give its approval. This is an annual trip where students will be stopping in St. George on their way to So. California. Students will work with clinicians in both St. George and So. California. Fundraising opportunities will be provided for students.

##### **Discussion, Information, Presentation: D. Provo RDA Inter-local Agreement: Duncan Aviation and RDA**

## **Proposal; PlumTree Plaza: David Walter, Provo Redevelopment Agency**

David Walter, Director of Provo Redevelopment Agency, reviewed the **Duncan Aviation RDA**.

- Board members were invited to visit either the Lincoln, Nebraska or Battle Creek, Michigan Duncan sites.
- The Duncan ramp project area is currently owned by Provo City and generates nothing in tax revenue.
- There are two parcels of property adjacent to Duncan that are still zoned agricultural. The size of the two parcels is roughly the size of the parcel the City owns that will be leased to Duncan.
- Tax increment - The City is asking for 15 years' participation for the ramp construction. The first year, the school district would receive \$8,816. Once the ramp is paid for, the district would receive \$433,000 accrued throughout the process.
- Money will be generated from the project once it starts developing, with the district accumulating the balance at the end of the fifteen years.
- Duncan will be a \$72-73 M capital investment. There will eventually be 500 jobs with the possibility of up to 700 jobs as a result of expansion.
- 95% for 15 years (\$6M) Has \$3.5M grant from EDA. Total cost of ramp is \$7M and will provide access to the runway.
- The Duncan Michigan plant partnered with local high schools and created a wood lakes program that the schools operate. Avionics programs are also an option. Duncan has had discussions with MATC on developing programs for 3-6 months. Provide opportunities for high school graduates to learn job skills.
- The City has an inter-local agreement drafted and will finalize numbers.
- Duncan would like to break ground this year.

### **Board and Staff comments:**

- Member Poulsen would like to visit the Provo location to solicit a donation to the school district.
- The tax increment requested falls within the guidelines outlined in Policy 1940 Board Guidelines on Tax Increment Financing (RDA) Agreements

## **Plum Tree Plaza CRA Proposal**

- Jonathan Springmeyer from Bonneville Research introduced the proposed mixed use project, "The Mix at River's Edge," to be built in the PlumTree Plaza location on University Parkway.
- The proposed site plan would include 276 market rate residential apartments, between 87,000-131,303 sq ft. of retail space, 311,250 sq. ft. of class A office space, 110,00 sq. ft. of hotel space, and some parking surface along the back and around the retail spaces
- The school district's participation with the Provo Redevelopment Agency would come via an inter-local agreement
- Project area is 30.72 acres
- The district is being asked for a 15-year term, commencing in 2018
- Proposed 25% pass through to all taxing entities; 2.5% admin fee (costs associated with Redevelopment Agency managing the project)
- Requesting participation from Provo City School District; Utah County (1.3%) and Provo City (2.9%)

### **Impediments to Development**

- \$500,000 for signalized intersection on University Parkway at the entrance west of Jimmy Johns for The Mix Development and the bus rapid transit system
- 1.8M for internal circular road
- \$21M for office use structured parking garage
- \$7M for residential use structured parking garage
- \$2M for hospitality podium parking

### **Property Taxes and Pass Through**

- Average per year: \$207,574 - double the amount of property tax revenue
- 2032 tax revenue - \$946,198 annually
- 2015 prop tax revenue: \$205,688
- total pass through@ 27% - \$3,113,608
- School district participation - \$9,340,825
- 2033 taxable value: \$125,026,188

### **Timeline**

- Westport has civil plans; hope to have something back in next 30 days.

- More coordination needs to take place with Provo City.

Additional discussion will take place during the Sept. 30 board retreat and Oct. 11 board study session.

#### **Information: E. Construction Update: Mark Wheeler, Facilities Director**

- CMS - The boiler was serviced
- THS - Labor Day weekend fire sprinkler failure impacted 42,000 sq. ft in the lower academic classrooms. A private contractor helped with restoration work. All but three classrooms were ready for class Tuesday morning. Damage totaled approximately \$43,000. Mark is working with Risk Management and state insurance to help cover costs. Due to the age of the sprinkler system (40+ years), this is the second failure over the past year. It may be necessary to shift some existing capital improvement projects to create a budget for the sprinkler system replacement, at a cost of between \$200,000-300,000.
- New transportation facility - Sandstrom Architects will design the new transportation facility. Programming and design will commence in mid-Oct. The goal is to have the building ready by June 2017.
- Remaining portion of the old Sunset View building is being finished as a permanent home for the technology department.
- Rock Canyon & Sunset View - Progress is being made each week toward completing playground and green space at each location. Completion is anticipated in mid-October.
  - Rock Canyon was slightly over budget by about 7% due to the initial problem with the sewer hookup and the subsequent construction delays. There was also unforeseen extra site work. Westland Construction did a good job of helping the district absorb the extra costs by eliminating other things through credits.
- Edgemont - Pouring concrete at 5:00 a.m. tomorrow. Notices were sent to the neighborhood as well as to the Edgemont and Timpview principals.
- Provost - MHTN Architects has been very helpful with the redesign process to avoid phasing to eliminate some costs. The target rebid date is mid-Nov., or at the latest mid-January for those contractors who qualify for bonding. Mark is hoping to have plans ready to give to contractors in mid-October.
- PHS - There are over 5,000 geo pier locations on the building pad. The geo piers are a significant advantage if there's ever a seismic event as they help prevent liquefaction. 70-80 yards of concrete are being poured each day, and it will continue to pick up. Some neighbors have been concerned about the amount of trucking in and out of the area. Mark indicated the PHS truck traffic accounts for about a third of the truck traffic; the city road project and Ivory Homes development account for the remaining 2/3. The city has hired construction flaggers to assist students in crossing the street to and from the school.

#### **Discussion: F. Policy Review: Jason Cox, Executive Director of Human Resources Policy 5040 Resignation of Licensed/Contracted Employees**

- The policy addresses issues related to employees wanting to leave mid-contract. The district would like to work with teachers to keep them on contract through the end of the school year. The policy is very generic; procedures will be forthcoming and will be reviewed by the Policy Committee.
- Many districts in the state affix a financial penalty of anywhere from \$500 - \$1,000 to those who break their contract; HR is considering a \$750 penalty. Extenuating circumstances would be evaluated and Jason will work with. Employees must provide advance warning and a valid reason (spouse job transfer, etc.) for breaking the contract.
- Jason will provide board members with the number of recent occurrences.

#### **Discussion, Information: G. Architect for Transportation Site: Stefanie Bryant, Business Administrator**

State procurement law and district policy requires the board approve expenditures and architects/contractors related to construction projects

An Statement of Interest and Qualifications (SIOQ) was posted on the district website to obtain architect qualification statements. Four contractors submitted statements of qualifications which were reviewed by a committee of 6 District employees and evaluated with the use of a rubric. Follow up interviews were not held as all but one architect had been interviewed recently for other construction work. The one architect who was not previously interviewed was deemed to be the least qualified based on the rubric process.

The selection committee chose Sandstrom Architects for the project, and a 3.5% design fee was negotiated.

#### **Discussion, Information: H. Budget Requests: Stefanie Bryant, Business Administrator**

#### **Report: I. 2016-2017 Startup Report: District Office Departments: Jason Cox, HR; Alex Judd, Elementary**

**Education; Todd McKee, Secondary Education**

Due to time constraints, this agenda item will be moved to the Sept. 30 board retreat agenda.

**Discussion: J. Consent Calendar Review & Questions**

There were no questions or concerns from board members.

**Discussion: K. Upcoming Google Calendar Items****Action: L. Motion to Adjourn**

I move we adjourn the study session.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The study session was adjourned at 6:56 p.m. and the board moved into the business meeting.

**2. 7:00 p.m. Business Meeting****Procedural: A. Welcome: President Julie Rash****Procedural: B. Roll Call****Procedural: C. Opening Remarks: Vice President McKay Jensen****Procedural: D. Pledge of Allegiance: Morgan Anderson, Special Education Director****3. Community Connections****Recognition: A. Employee Recognition: Custodial Team National Award Recipients: Jeff Hawkins, Custodial Services Coordinator & Mark Wheeler, Facilities Director**

- Provo City School District was recently nominated for several awards at the National Cleaning Industry Awards Ceremony sponsored by the Simon Institute. The best cleaning organizations from around the United States are invited to participate in the awards ceremony.
- This year's ceremony was held in Albuquerque, New Mexico. Timpview High School and Independence High School were asked to participate due to the high audit scores they received on their recent cleaning audits. The cleaning audits benchmark hundreds of quality factors that both teams have been training, preparing, and working very hard towards for several months.
- The following awards were presented to Provo City School District at the ceremony:
  - Shane Powell and his team from Timpview High received Green Certified Program of Excellence status and the Outstanding Cleaning Worker Medal.
  - Jeff Boyd and his team from Independence High received Green Certified Program status and the Outstanding Cleaning Worker Medal.
  - Custodial Services Coordinator, Jeff Hawkins was also honored to accept two of the night's most coveted awards, Best Training Program for 2016 and Best Cleaning Program 2016 for Provo City School District.
- Congratulations were given to Shane Powell, Jeff Boyd, Jeff Hawkins and their cleaning teams.

**Report: B. School Report: ProvoREADS; Christine Durst, Dist. Media Coordinator**

- ProvoREADS is a Provo City School District initiative in association with Provo City PTA to promote literacy and broaden and deepen an appreciation of reading.
- The district is focusing on Mystery Books during 2016-2017.

Author Melissa Bourbon Ramirez puts it perfectly: "Reading great mysteries is just like reading any other magnificent book. Reality falls away and we become part of this fictional world that's captivated our imagination. It's magical! When we regret coming to the end of a story because we will miss the world or the characters we've become close with, we've truly experienced something magical."

"Readers respond to books because they can relate to one of the characters. With a sleuth or amateur detective, we

respond because we can become part of the solution. We're on the winning team, capturing villains, and righting wrongs."

"On a more basic level, we read mysteries for we love to escape into brilliant prose and fascinating stories. We find ourselves instantly involved in the characters' lives and being there with them, feeling what they feel, seeing what they see, experiencing their emotional journey." ISS

- During the 2016-17 school year, libraries throughout the district will host various activities connected to this year's theme, introducing titles of books and conducting various mystery-themed activities.
- Our goal with ProvoREADS is to bring people together reading common books, increase their desire to read and discover the pure joy that comes from reading.

#### **Procedural: C. Public Input**

The following individuals addressed the board to express their support of and desire for a German Dual Language Immersion school in Provo City School District. Each person elaborated on the advantages of dual language immersion, and why they feel a German DLI program is needed.

- Becca Ogden 130 N. 100 E. Provo - Shared a petition containing 189 signatures - and some comments - with the board. Ms. Ogden invited board members to visit [wewantgerman.org](http://wewantgerman.org)
- Jeff Packer, 735 Cherry Hill Dr. Pleasant Grove - Mr. Packer is a German professor at UVU and creates bridging German courses for secondary schools. He invited board members to contact him at [packetje@uu.edu](mailto:packetje@uu.edu)
- Sebastian Bradley - 44 W 1440 N Orem - Considered moving out of state to find a German DLI program for his family.
- Sandra Zibetti - 631 W 330 W - Dual immersion programs are one of the things they looked for in choosing schools since German is spoken in her family.
- Kelley Sykes - 77 E 400 N #2, Provo - Ms. Sykes is a BYU student in German Studies and teaches German 101 at BYU. Learning a language while younger is much better before age 11, enabling children to develop important life skills such as socialization and problem solving.
- Laura Catherine Smith - 1108 E. 460 S. Provo - Ms. Smith is a BYU professor in the education department. As part of the state DLI program, additional funding is available for STEM programs, which help develop preparatory skills in science and technology.

Supt. Rittel responded to the group as a whole, making the following points:

- The dual language immersion program was a discussion item during the board retreat on Feb. 26, 2016.
- The district will study the issue this year in early spring 2017 and make recommendations to the board on any possible expansion.
- We need to figure out if we can do it and what it would look like.
- Aside from the cost, other issues surround finding middle/high school teachers.
- There are costs related to paying all of the green card expenses for foreign teachers. It's a process we need to undergo to determine what we can add to the current list of programs.

Following the business meeting, Supt. Rittel and other staff members met with the group to answer any additional questions.

#### **4. Business Items**

##### **Action: A. Approve Student Travel Requests**

I move we approve the student travel requests as presented...or if needed... (with the requested changes as discussed in the board's study session).

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

##### **Action: B. Approve Policy 5040 Resignation of Licensed/Contracted Employees**

I move that we approve new policy 5040 Resignation of Licensed/Contracted Employees.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: C. Approve Architect for Transportation Site**

I move we approve Sandstrom Architects as the design architect for the transportation office build, with the negotiated rate of 3.5%.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: D. Approve Budget Requests**

I move we approve the budget requests for FY16 carry overs, additional FY17 FTE needs, and shifts in capital projects from FY16 to FY17.

Motion by Michelle Kaufusi, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**5. Consent Calendar**

Action (Consent), Minutes: A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Minutes: B. August 9 Study Session & Business Meeting

Minutes: C. August 23 Study Session

Action (Consent), Report: D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Action (Consent), Report: E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Action (Consent), Report: F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action (Consent): G. Approve the Consent Calendar**

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

## 6. Board Member Reports

### Report: A. Member Marsha Judkins

Member Judkins reported on the FY 2018 Legislative priorities as discussed during the Aug. 19 USBA Pre-Delegate and Delegate Assembly. Talking points included: Legislative priorities - passed.

- Ongoing Obligations & Commitments (\$142 M total)
  - Fully fund student growth including these line item categories (estimated \$70 M)
    - Necessarily Existent Small Schools
    - Professional staff costs
    - Administrative Costs
    - Special Education
    - Career and Technical Education
    - Class Size Reduction
    - Transportation (to and from) & Transportation Guarantee Levy
    - Flexible Allocation
    - Enhancement for At-Risk Students
    - Youth-in-Custody
    - Adult Education
    - Enhancement for Accelerated Students
    - Concurrent Enrollment
    - K-3 Reading Improvement
    - Educator Salary Adjustments
    - Library Resources
    - School Nurses
    - Dual Language Immersion
    - Early Intervention
    - Teacher Supplies & Materials
    - Board and Voted Levy Guarantee program
  - Fully fund current levels of service: (\$70 million, or 2.5% WPU)
  - Regional Service Coaches
- Targeted investments (\$85+ M total after ongoing obligations are met)
  - Attract, develop and retain quality educators (\$85 M or 3% WPU)
    - Additional funding to support research-based strategies such as competitive salaries, locally directed professional development, and effective mentoring programs will begin to address teacher shortage and retention in Utah.
  - Expand educational funding using new revenue
    - This includes sufficient funding for students at-risk, such as, but not limited to, English language Learners, severe special education, homeless, refugees, and students living in poverty (intergenerational or otherwise), support for property-poor, high tax-effort school districts, technology and early childhood learning.
- Policy Recommendations
  - Modify educator evaluation requirements to allow increased local governance
  - Adopt a single state accountability system
- Passed resolution to oppose state park designation in San Juan county

## 7. Superintendent's Report

Report: A. Approved Student Travel

- Approved in-state requests
- Approved out-of-state requests for annual trips
- Has been in 16 schools so far this year and has not seen any classes that are overly full. Jason Cox will report on class size numbers during the Sept. 30 board retreat. Some schools have a few large class sizes, the district administrative team, principals and staff members have done an excellent job of trying to bring class sizes down.
- Class size targets are as follows, and we're very close to the target size at each level:

- 26.5 elementary
- 28.5 middle
- 29.5 high school
- Utah districts receive approximately \$3100 in state funding plus local participation per student as compared to \$14,000-16,000 per student in many other states.
- Unlike our neighboring districts, Provo City School District does not receive growth funding from the state.

President Julie Rash announced the closing of the Provo High School sale.

## **8. Adjourn**

### **Action: A. Motion to Adjourn**

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The business meeting was adjourned at 8:00 p.m.